



Journal *of*  
Sports Therapy

## Instructions for authors

June 2009

The Journal of Sports Therapy will consider for publication papers in sport and exercise therapy and related areas in the following categories:

- Original Papers
- Systematic and Meta-Analysis Reviews
- Commentaries
- Case Studies
- Media Reviews
- Book and Multimedia Reviews
- Continual Professional Development Course Reviews
- Letters to the Editor

Manuscripts should be no more than 3000 words for original research, systematic and meta-analysis reviews, and 2000 word maximum for case studies and commentaries. Media reviews, including book/multimedia reviews, and continual professional development course review discussion articles, case studies and book reviews, should be no more than 1000 words and submitted to [JST@ucb.ac.uk](mailto:JST@ucb.ac.uk) in Microsoft Word© format.

### 1. Submission of Manuscripts

Contributors should be aware that by submitting articles, they are bound by the terms and conditions laid out below.

Manuscripts should be submitted via email to [JST@ucb.ac.uk](mailto:JST@ucb.ac.uk). All parts of the manuscript are needed in an electronic format (including figures). Submissions undergo a peer-review process; and are read by the editor and at least two reviewers through a blind review process. The time between submission and a decision regarding acceptance for publication usually take up to ten weeks, but in some instances may be longer.

Author information **should not** be included any place in the manuscript (i.e. title page, subjects, methods) and any identifying information created within MS Word settings should be removed. A cover letter with author information should be submitted as separate document, to ensure blinding of reviewers during the review process.

All manuscripts must contain an abstract with formatted sub-headings of no more than 300 words. All tables and figures must be clearly labelled and should be submitted as separate files.

## 2. Presentation of Manuscripts

Articles should be in English, dated, typed in Times New Roman, font 12, and double-spaced including all notes and references, include page numbers, and use margins at least 1 inch.

Articles should not normally exceed the above-highlighted word limits.

Please include an indication of the word count at the end of the text, together with the date of the manuscript. Also, contributors are asked to provide an abstract of no more than 300 words with the article, plus a list of up to six keywords suitable for indexing.

Please add authors' details including institution, postal and e-mail addresses, as well as telephone and fax numbers on a separate document.

Keep textual notes to a minimum, indicate them with superscript numbers, and provide the note text as a list at the end of the article before the references.

Please do not use footnotes. Using the Harvard System, in the text, refer to the author(s) name(s) (without initials, unless there are two authors with the same name) and year of publication.

### Unpublished Data and Personal Communications

These should include initials and year. Publications which have not yet appeared are given a probable year of publication and should be checked at proof stage on author query sheet.

Example:

*Since Paterson (2009) has shown that ... This is in results attained later (Kramer, 2005: 16). Results have been reported (Robinson, 2007 personal communication) which suggest ....*

### Publications by the Same Author(s)

Those published in the same year should be identified with a, b, c (e.g. 2007a, 2007b) closed up to the year. If there are two authors for a publication, put both names separated by 'and' (not &). If there are more than two authors, put the name of the first author followed by et al.

### Web References

References to material on the internet must be given in brackets in the text, not in the reference list. The full URL must be given. Example:

[www.nature.com/onc/v18/n1/1234567.html](http://www.nature.com/onc/v18/n1/1234567.html)

References are placed in alphabetical order of authors, for example;

### Paper in Journal

Blinder, A.S. and Solow, R.M. (2006) 'Analytical foundations of fiscal policy', *Journal of Finance* XXV: 47-54.

Bender, J., Bloggs, B. and Swistak, P. (1997) 'The evolutionary stability in cooperation', *American Political Science Review* 91(3): 290-297.

### **Book**

Giddens, A. (1990) *The Consequences of Modernity*, Cambridge: Polity. Kay, J., Mayer, C. and Thompson, D. (1986) *Privatization and Regulation*, Oxford: Clarendon Press, pp. 105-129.

Brown, C. (ed.) (1994) *Political restructuring in Europe: Ethical Perspectives*, London: Routledge. Chapter in book

### **Conference Paper**

Altenstetter, C. (2001) 'Multi-level implementation networks: The case of medical devices and patient care'; Seventh Biennial Conference of the European Community Studies Association (US), Madison, Wisconsin, 31 May-2 June.

### **Thesis**

Zito, A. (1994) 'Epistemic communities in European policy-making' Ph.D. dissertation, Department of Political Science, University of Pittsburgh. Newspaper article Barber, L. (1993) 'The towering bureaucracy', *Financial Times*, 21 June.

Use UK spellings consistently throughout. Take as a guide the new edition of the Concise Oxford English Dictionary and the Oxford Dictionary for Writers and Editors.

## **3. Tables and Figures:**

Supply tables, figures and plates on separate sheets at the end of the article, with their position within the text clearly indicated on the page where they are introduced. Figures should be professional in appearance and have clean, crisp lines. Hand drawing and hand lettering are not acceptable. Provide typed captions for figures and plates (including sources and acknowledgements) on a separate sheet.

Present tables with the minimum use of horizontal rules (usually three are sufficient) and avoiding vertical rules except in matrices. It is important to provide clear copies of figures (not photocopies or faxes) which can be reproduced by the printer and do not require re-drawing. Photographs should be preferably black and white glossy prints with a wide tonal range. Following scrutiny by the Journal of Sports Therapy's anonymous reviewers and editorial panel, the contributing author will be sent an email regarding acceptance of the paper or article for publication. Where amendments and corrections are indicated, please make these as required and return by e mail to [JST@ucb.ac.uk](mailto:JST@ucb.ac.uk) within seven days of receipt.

## **4. Parts of the Manuscript**

Structure requirements that apply to all manuscript submissions:

**Abstract:** Abstracts must be structured and contain 300 words or fewer.

Abstracts of Original research manuscripts must include the following headings: Context, Objective, Design, Setting, Patients or Other Participants, Intervention(s), Main Outcome Measures, Results, and Conclusions.

Abstracts for systematic reviews or meta-analyses should include the following headings: Context, Objectives, Evidence Acquisition (data sources, study selection, quality assessment and data extraction), Evidence Synthesis (data synthesis) and? Conclusions.

The Body of the manuscript is specific to the type of manuscript submission (each is detailed below):

**Original Research:** Reports of original data should include the following parts: Introduction, Methods, Results, Discussion and Conclusions.

In the **Introduction**, build the problem and specifically state the purpose and hypotheses of the study. Do not label the introduction section.

The **Methods** section should include the following subheadings: *Design* (study design, not statistical design should be included with respective independent and dependent variables), *Patients or Participants* (subject information), *Procedures* (clearly and succinctly describe interventions and outcome measures), and *Statistical Analyses*.

The **Results** section should include a presentation of results relevant to the stated objectives. Do not explain why the results turned out as they did or justify the use of a specific statistical procedure in this section.

The **Discussion** section is a formal consideration and critical examination of the study. The research hypotheses of the study should be addressed and considered in the context of other published works. The study's limitations and generalisability? should also be addressed.

The **Conclusions** section should summarise the most clinically pertinent findings of the study. Conclusions should be directly supported by the data and should highlight the clinical importance of the work that was performed while avoiding over-generalising.

**Systematic Reviews (Including Meta-Analysis).**

All articles or data sources should be systematically selected for inclusion and critically evaluated, and the search and selection process should be described in the manuscript. The specific type of study or analysis, population, intervention, exposure, and tests or outcomes should be described for each article or data source.

The data sources should be as current as possible, ideally with the search having been conducted within several months of manuscript submission. A structured abstract is required. Recommended length: 3 000 words (not including abstract, tables, figures, and references).

**Reports of Meta-Analyses:** Meta-analyses are also considered as reviews. Authors of reports of meta-analyses of randomised trials are encouraged to submit the QUOROM flow diagram and checklist, please see (<http://www.consort-statement.org/>). Authors of meta-analyses of observational studies are encouraged to submit the proposed MOOSE checklist, please see Meta-analysis of observational studies in epidemiology: a proposal for reporting. Stroup DF. et al. JAMA.2000; 283:2008-2012. or (<http://www.consort-statement.org/>).

### **Structured Abstract**

**Context:** Should succinctly explain the importance of the review questions.

**Objectives:** Provide a precise statement of the primary question addressed by the review followed by any secondary questions.

**Evidence Acquisition:** (data sources, study selection, quality assessment, and data extraction).

**Evidence Synthesis:** (data synthesis).

**Conclusions:** Provide a brief and concise summary statement

### **Main Text**

**Context:** Background, the need for the review should be justified by describing clearly the problem for which evidence of effectiveness was sought.

**Objectives:** Questions to be addressed by the review (hypotheses tested).

**Evidence Acquisition:** (how the research was conducted)

Data sources and search strategy.

Study selection (inclusion and exclusion criteria). The details of the study selection process should be reported explicitly, preferably using a flow diagram. A list of studies excluded from the review should also be reported.

### **Evidence Synthesis**

Details of the included and excluded studies.

Results of the review.

Findings of the review. Inclusion of the point measures and the measures of variability are encouraged. For example, 95% confidence intervals should be incorporated around the calculation of effect sizes, odds ratios, relative risk, numbers needed to treat, and sensitivity and specificity. Robustness of the results (sensitivity analyses).

### **Discussion**

Interpretation of results

### **Conclusions**

Recommendations for sports therapy practice

Implications for further research

Strength of recommendations

### **Acknowledgements**

Contributors, models, photographers, facility providers, equipment suppliers.

### **Conflict of interest**

Analysis of such, identification of issues and comment.

## References

In standardised format.

## Appendices:

Itemised, normative values, tables, forms and other material.

## 5. Copyright

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## 6. Author's Checklist

Authors are encouraged to read the checklist with care. Manuscripts not consistent with the checklist may be returned for correction

## Author's Checklist

### General

- Manuscripts are clearly written and proof-read
- Abbreviations, symbols and Greek letters defined
- Manuscript is submitted online
- Indicate number of words for short reports, clinical correspondence and letters
- All pages correctly numbered
- Manuscripts containing statistical analysis must include the name and affiliation of a statistical reviewer
- Case Reports in Letter format

### Title

- Include author's name(s) and affiliations, complete and individually numbered
- Address(es) where work was carried out
- Running title
- Up to eight keywords
- Name, address, fax and e-mail of corresponding author

### Abstract Page

- Include an abstract of no more than 300 words

### Report pages and References

- Acknowledgement should be no longer than 50 words
- Each citation present in references list and vice versa
- References follow Harvard system

### Artwork and Tables

- Approximate position of Tables and Figures indicated in the text
- Manuscript Submission on Disc (if unable to submit article online) Disc is IBM or Apple Macintosh compatible